I. Introduction

This manual will describe how to use online accreditation registration. It will show the example screens to help you for the task of filling in the data.

On-line Accreditation system best perform on 1024 x 768 pixel screen resolution or higher.

Suggested browsers:

- Google Chrome
- Firefox
- Internet Explorer 9.

Contact Information

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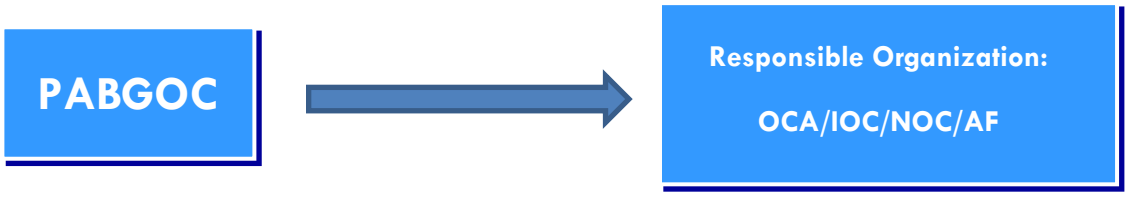
II. Key Dates

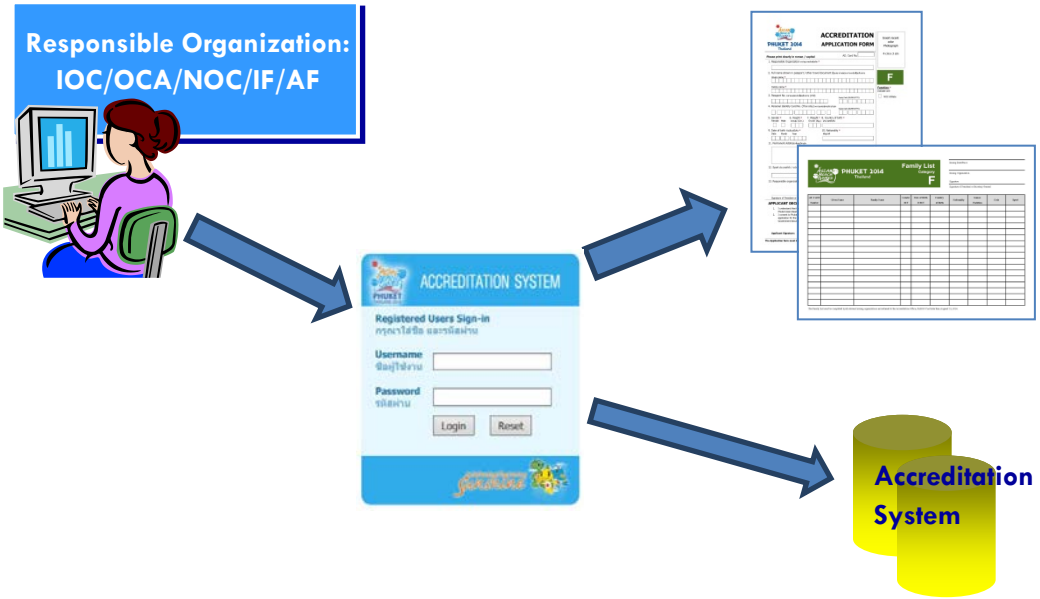
Dates	Action
April, 2014	Responsible organization will be allocated with a user ID and its password to access PABGOC Official website and in order to download the Accreditation Application Forms and Accreditation Manual.
August 31, 2014	Deadline for all responsible organizations to access and use online accreditation system or to submit accreditation application form. **Note:** PABGOC strongly encouraged all responsible organizations to use the online accreditation system.
September 15, 2014	Issuance and confirmation of accreditation status reports and distribution of Pre-Valid Accreditation Cards (PVACs)
1 November 2014	Accreditation Centers are open for validation, issue resolutions and instant production

On-Line Accreditation procedures

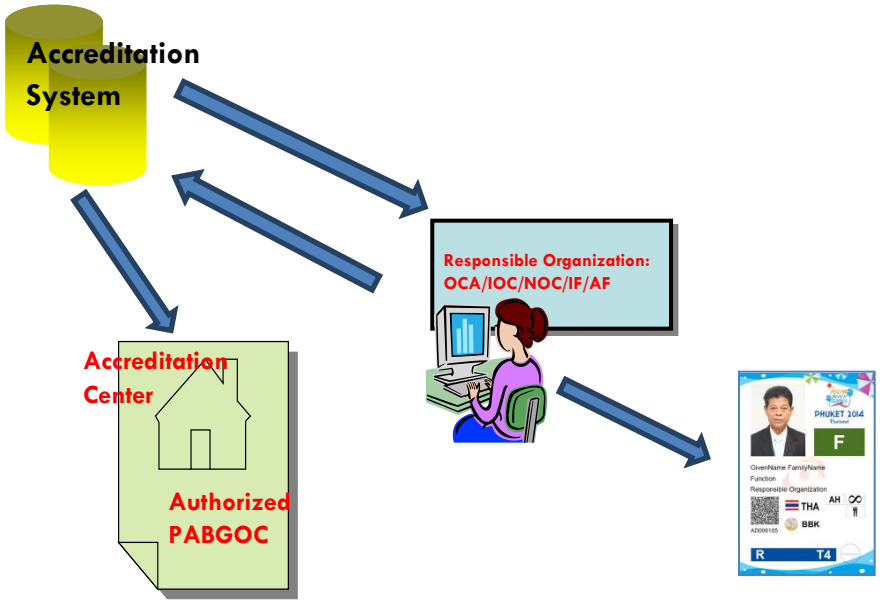
1. PABGOC send direction for online Accreditation and send Accreditation Kit, including USER and PASSWORD for the online Accreditation system access to the Responsible Organization (OCA, IOC, NOC, AF**)**



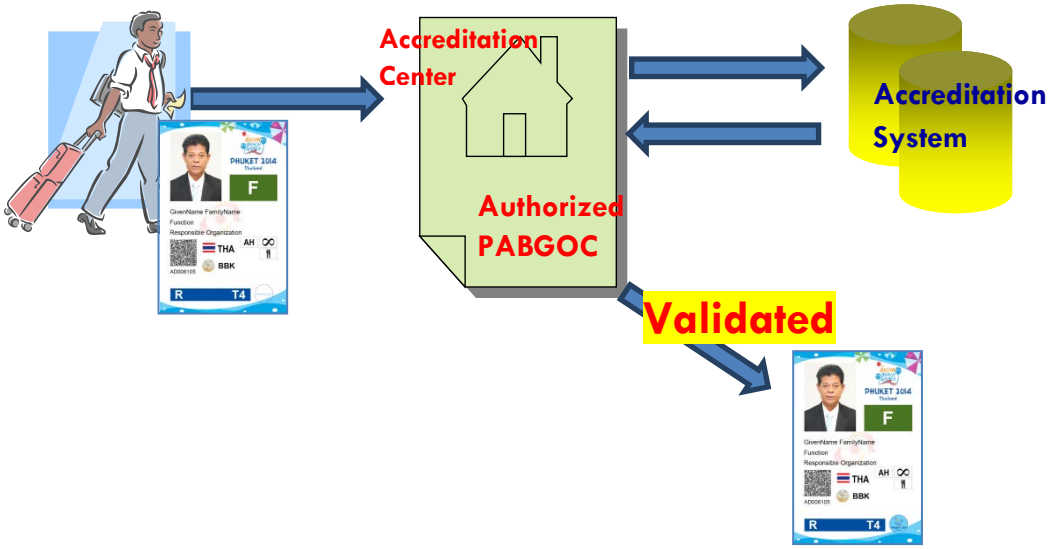
2. Responsible Organization (IOC/OCA/NOC) access to On-line Accreditation system by using their respective USER and PASSWORD to encode the data of participants then print the Accreditation Application Form and Family List that have been signed / stamped along with photo copy of valid passport and forward it to PABGOC Accreditation Department.



3. Authorized PABGOC staff access On-line Accreditation system to give approval of participant's data by checking the Application form (Hard Copy) and re-confirm it back to each Responsible Organization to print Pre Valid Accreditation Card (PVAC) then send them to respective Responsible Organization for distribution to accredited person.



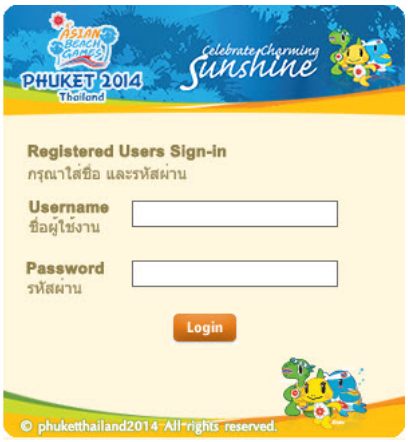
4. Games participant present their Pre Valid Accreditation Card (PVAC) along with valid passport at Airport Accreditation Center in Phuket to go through validation process for validated and attached Hologram sticker on



Online Application System

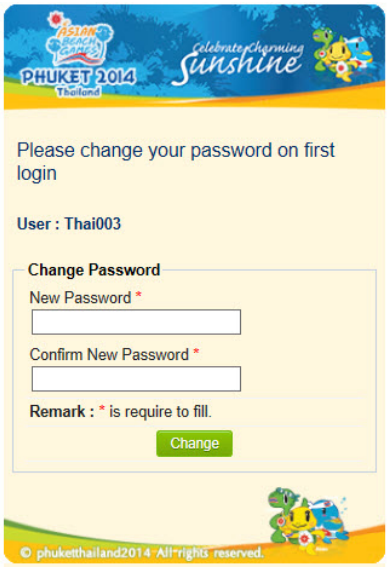
After Authorized Organization: OCA/IOC/NOC/IF/AF received the Username and Password from Organizing Committee (PABGOC), Thailand.

User will go to URL: http://accreditation.phuket2014.org



You will have to type username and password to log in the application, and then click at Login button.

After logging in for the first time, you will be asked to change your password. To change the password, enter a new password and click at change button.



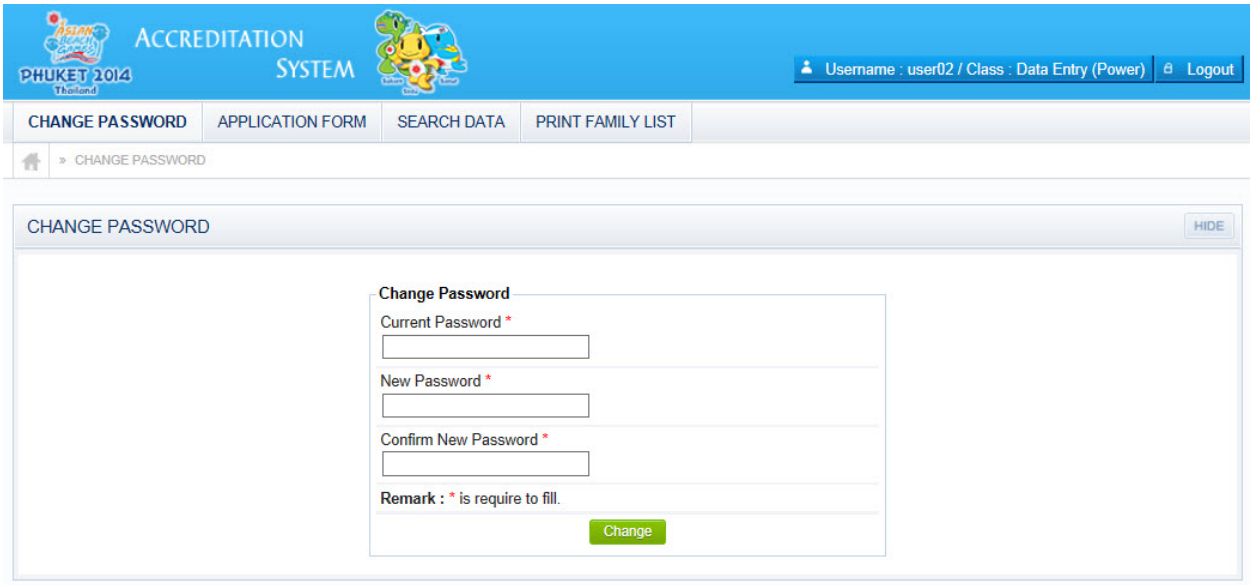
After logging in, the accreditation system will lead you to the main screen as follow.

<u>These are 4 main menus</u>

1. Change Password
2. Application Form
3. Search Data
4. Print Family List

1. Change Password

In this menu, user can change the password from the current password to a new password by click at Change **Password** button in the menu. The screen will show as follow

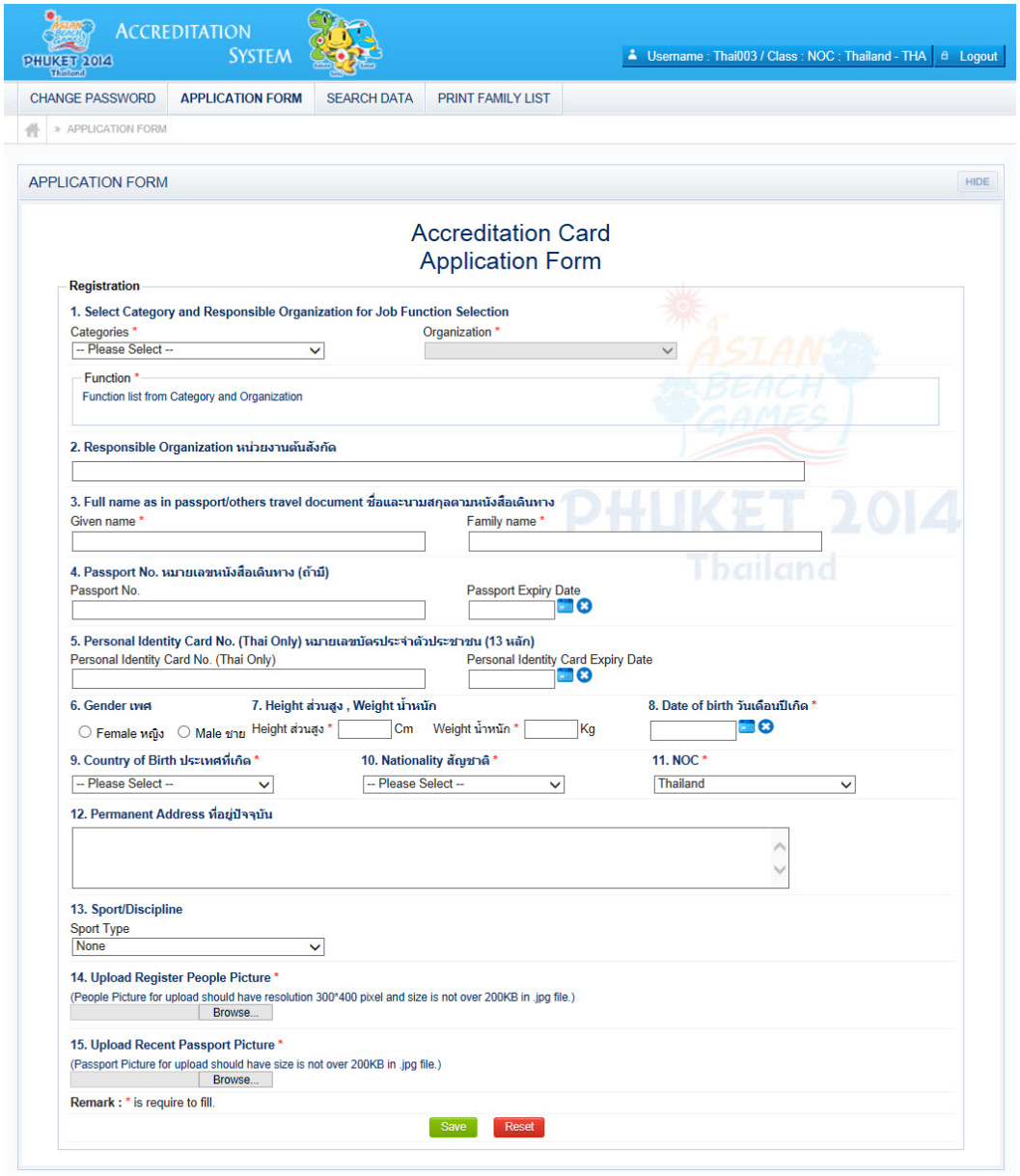


Step of how to change the password:

- Type the Current Password
- Then type the New Password and retype the New Password in the Confirm New Password block again.
- Click Change button to complete change password procedure.

2. Application Form

This menu is using for filling in entries data in order to registration. After click **Application Form** menu, the screen will show as follow.



In this page the user has to add a new Entry by filling personal information from the list number 1 to number 15 before saving the data.

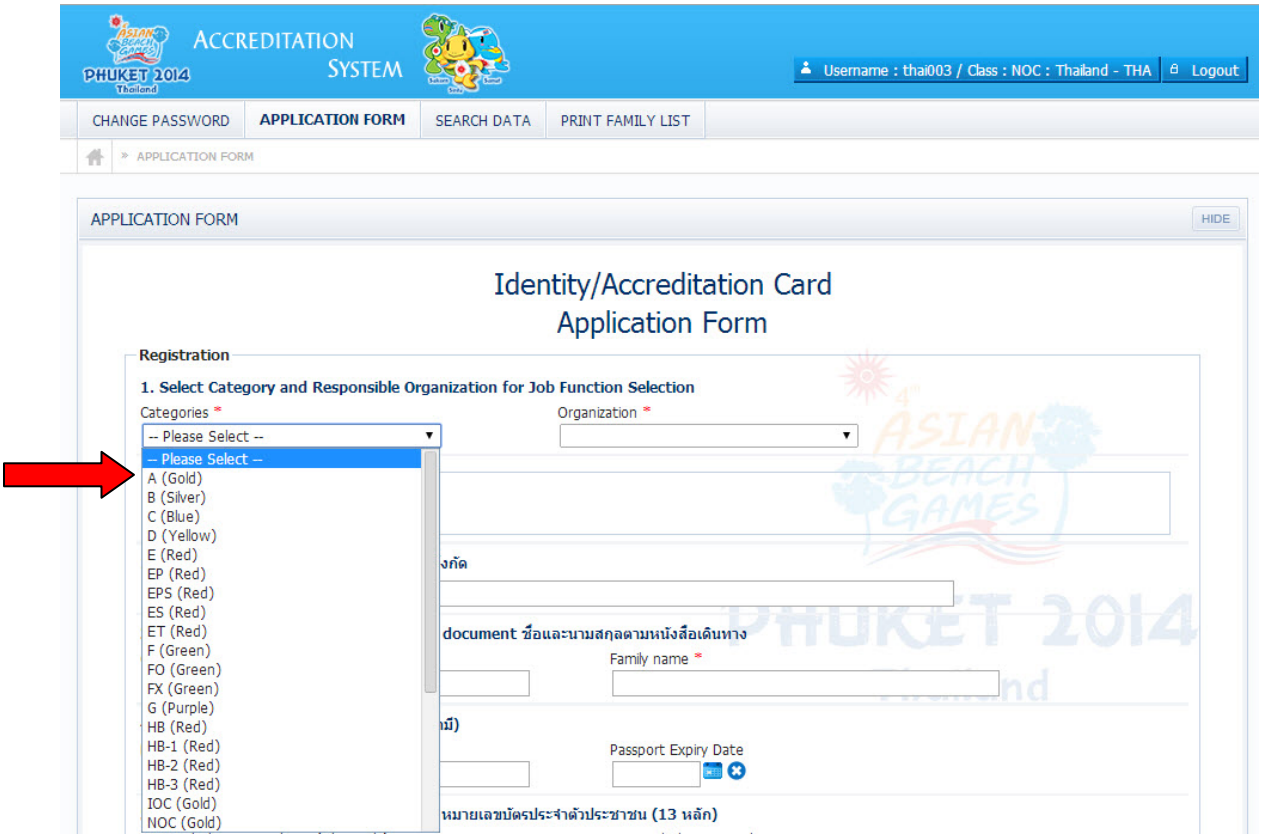
* Remark indicated that the field must be filled

There are several fields to fill in the list as follows.

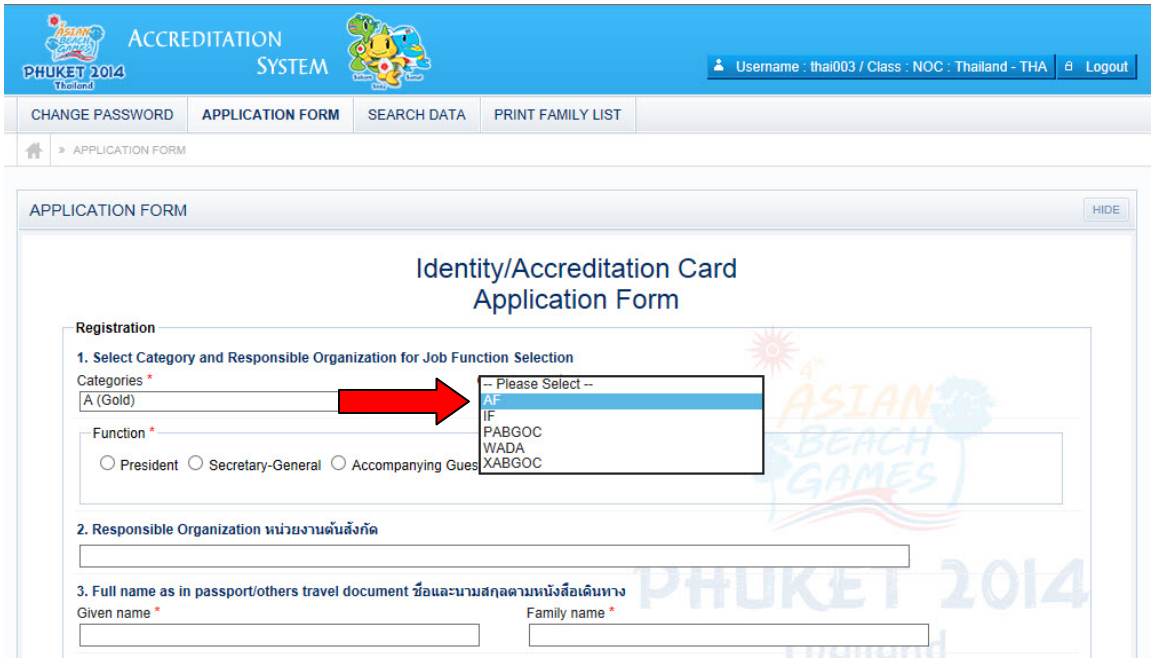
1. Select Category and Organization for Job Function Selection by click at the Drop-down list.

    - In this part, the user will define the Category , Organization and function by following the steps

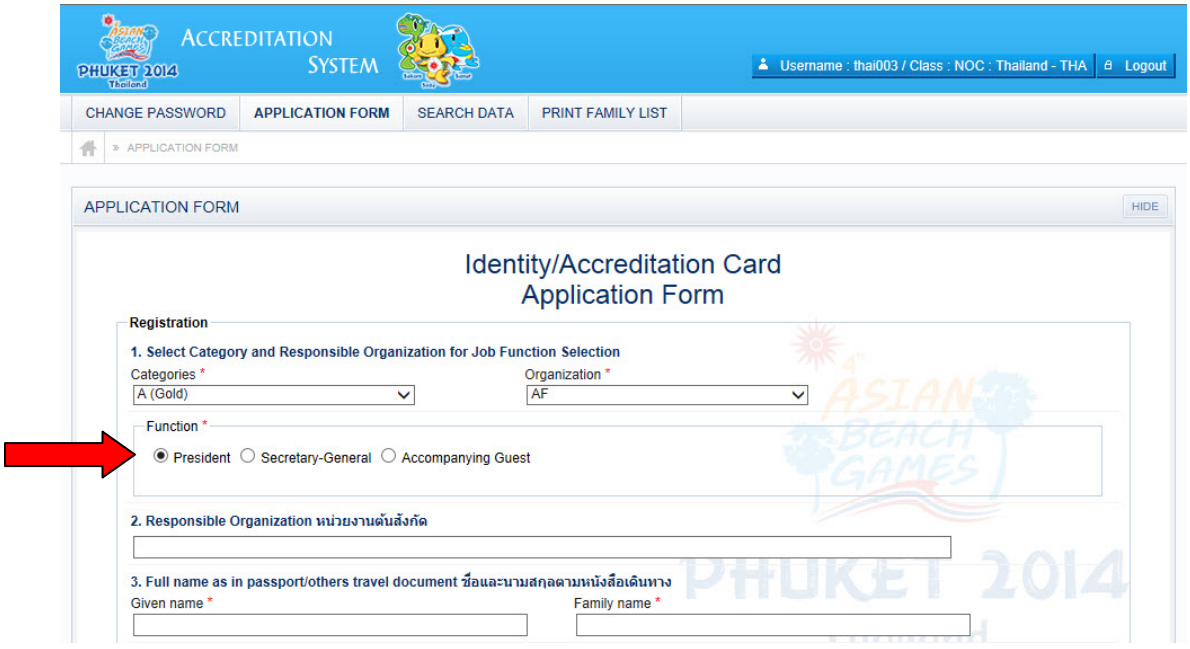
        1.1 Choose Category first, and then the system will filter Organization type which under each Category

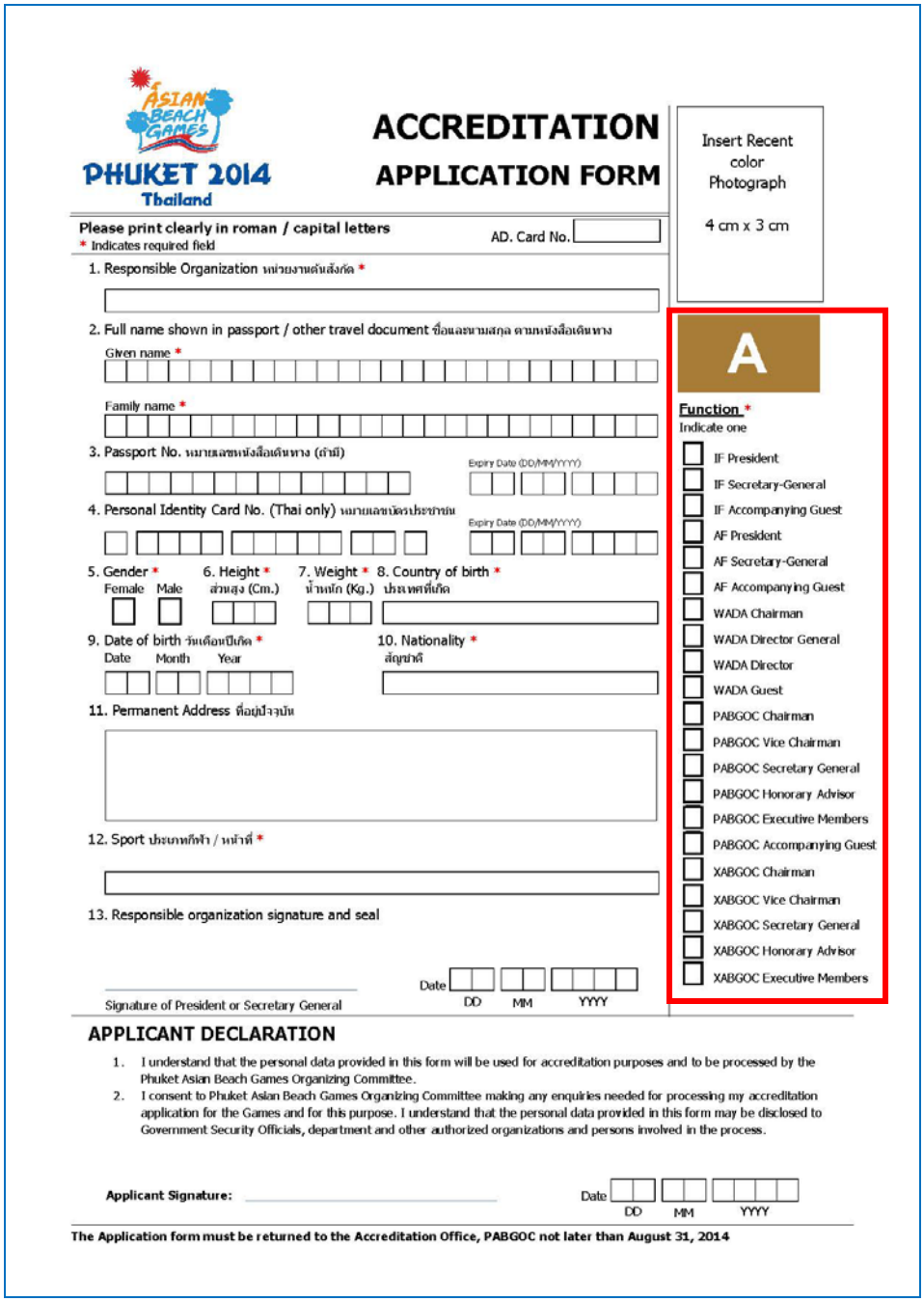


1.2 Next choose Organization and then the system will filter Function type which under each Organization



1.3 Last choose Function which define the rights of Privileges and Zones for each bearer





PHUKET 2014
Thailand

ACCREDITATION
APPLICATION FORM

Insert Recent color Photograph
4 cm x 3 cm

Please print clearly in roman / capital letters
* Indicates required field

AD. Card No.

1. Responsible Organization หน่วยงานต้นสังกัด *

2. Full name shown in passport / other travel document ชื่อและนามสกุล ตามหนังสือเดินทาง

Given name *

Family name *

3. Passport No. หมายเลขหนังสือเดินทาง (ถ้ามี)

Expiry Date (DD/MM/YYYY)

4. Personal Identity Card No. (Thai only) หมายเลขบัตรประชาชน

Expiry Date (DD/MM/YYYY)

5. Gender * Female Male
6. Height * ส่วนสูง (Cm.)
7. Weight * น้ำหนัก (Kg.)
8. Country of birth * ประเทศที่เกิด

9. Date of birth วันเดือนปีเกิด * Date Month Year

10. Nationality * สัญชาติ

11. Permanent Address ที่อยู่ปัจจุบัน

12. Sport ประเภทกีฬา / หน้าที่ *

13. Responsible organization signature and seal

Signature of President or Secretary General

Date DD MM YYYY

A

Function *
Indicate one

- IF President
- IF Secretary-General
- IF Accompanying Guest
- AF President
- AF Secretary-General
- AF Accompanying Guest
- WADA Chairman
- WADA Director General
- WADA Director
- WADA Guest
- PABGOC Chairman
- PABGOC Vice Chairman
- PABGOC Secretary General
- PABGOC Honorary Advisor
- PABGOC Executive Members
- PABGOC Accompanying Guest
- XABGOC Chairman
- XABGOC Vice Chairman
- XABGOC Secretary General
- XABGOC Honorary Advisor
- XABGOC Executive Members

APPLICANT DECLARATION

1. I understand that the personal data provided in this form will be used for accreditation purposes and to be processed by the Phuket Asian Beach Games Organizing Committee.
2. I consent to Phuket Asian Beach Games Organizing Committee making any enquiries needed for processing my accreditation application for the Games and for this purpose. I understand that the personal data provided in this form may be disclosed to Government Security Officials, department and other authorized organizations and persons involved in the process.

Applicant Signature: _____ Date DD MM YYYY

The Application form must be returned to the Accreditation Office, PABGOC not later than August 31, 2014

Note: The User please looks the Type of Category, Organization and Function from the right hand side of the Application Form

2. Responsible Organization

    - User must type the name of Responsible Organization

3. Full name as shown in passport

    - To be entered exactly they are spelled on the bearer's passport or other travel documents. The name can be exceeded up to 25 characters each line only computer format.

4. Passport number and then select Expiry date by use button (Valid passport photos will be required to upload along with this application form)

5. Personal Identity Card number **(Thai people only)** and then select Expiry date by use button

6. Gender

7. Height and Weight

8. Date of Birth by use button

9. Country of Birth

10. Nationality

11. NOC
    - System will show the specific NOC according to the Login.

12. Permanent Address
    - To be entered the bearer's address.

13. Sport/Discipline

    - Select the type of sport that applicant is relevant. In case the applicant is not related to the sport please select **"None"**

14. Upload Register People Picture

- In this field the user has to prepare the picture file by saving in JPEP file resolution 300*400 pixel and size is not over 200 KB.
- The photography used in the Application should be a recent photograph.
- This must be color photograph, showing a view of the face from the front without a hat, the upper half of the body only, with plain background and without retouching.

15. Upload Recent Passport Picture

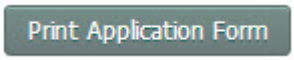
- In this field the user has to prepare the image file of passport by saving in JPEP file size is not over 200 KB.
- Valid Passport (minimum validity of 6 months, from the date of entry into Thailand)

After finished filling all data then clicks the

button, the system will save the information filled out.

Now the information has been saved in order to wait for approving process by PABGOC,

Next in the bottom part, it has the alternative options for user to decide.

	To clear all data in application form and entry all new data of next applicant.
	To clear the personal data and remain the basic data to save time of entry data for next applicant
	To print the Application form

3. Search Data

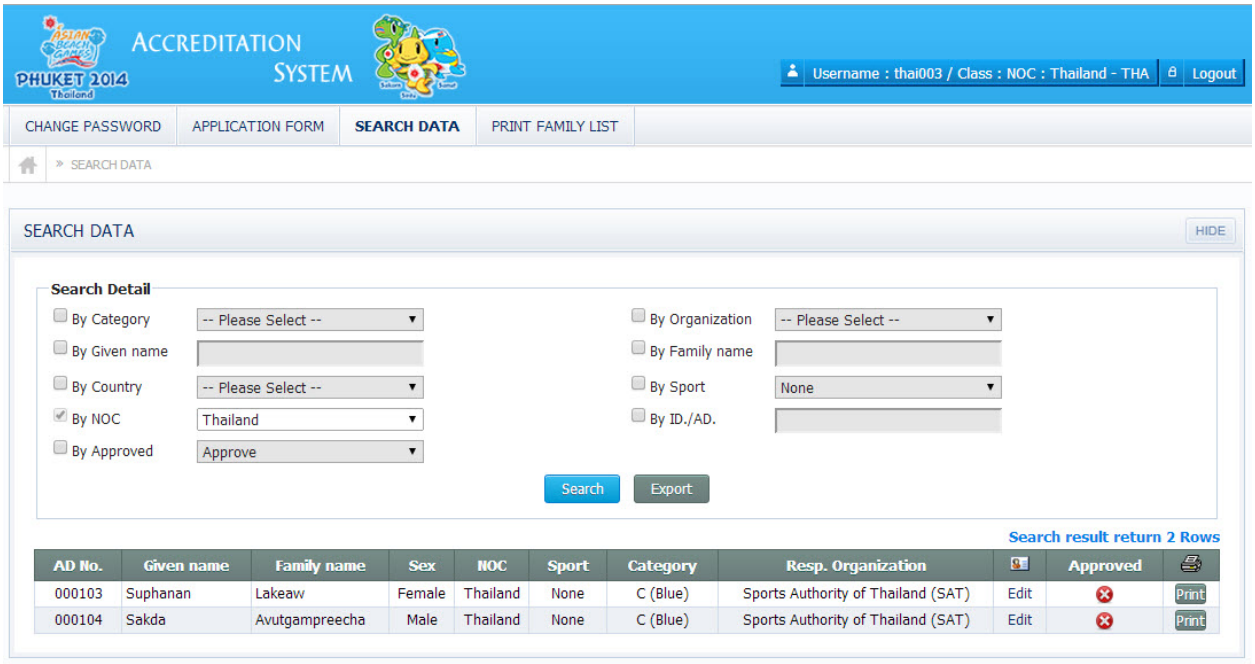
This menu is for searching data and editing data. Click at the Search Data menu. The system will show the screen as follow.

There is several fields' filter condition to search data. These fields are:

- By Category
- By Organization
- By Given name
- By Family Name
- By Country
- By Sport
- By NOC **(This field is locked for each NOC)**
- By ID. /AD.
- By Approved

Fill in the parameter and click

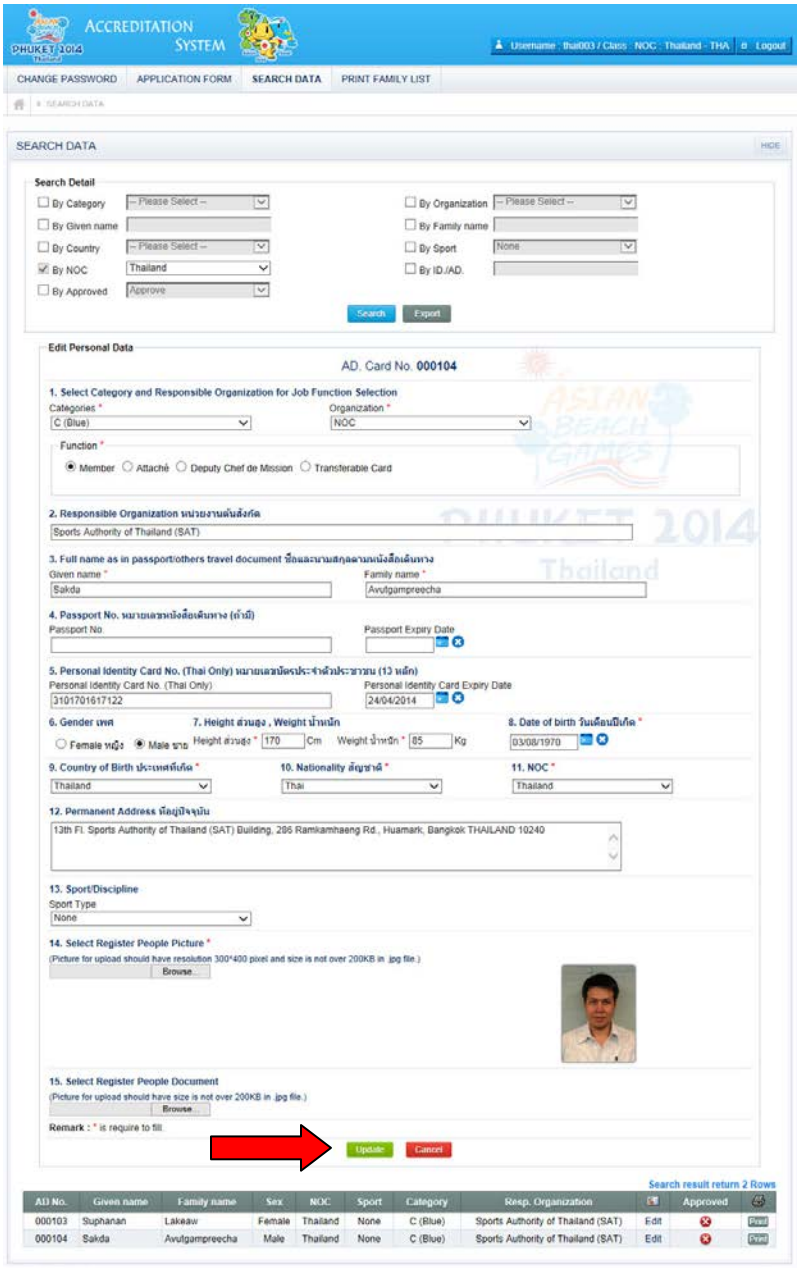
button. This will lead to a list containing the matching search result.



Search result will be shown as in the table.

These are the more function in this screen

- **Editing**, NOC Data Entry can edit data by clicking at edit button. This function is for changing the existing data. By clicking Edit button, the system will open the window that consist data of that person.



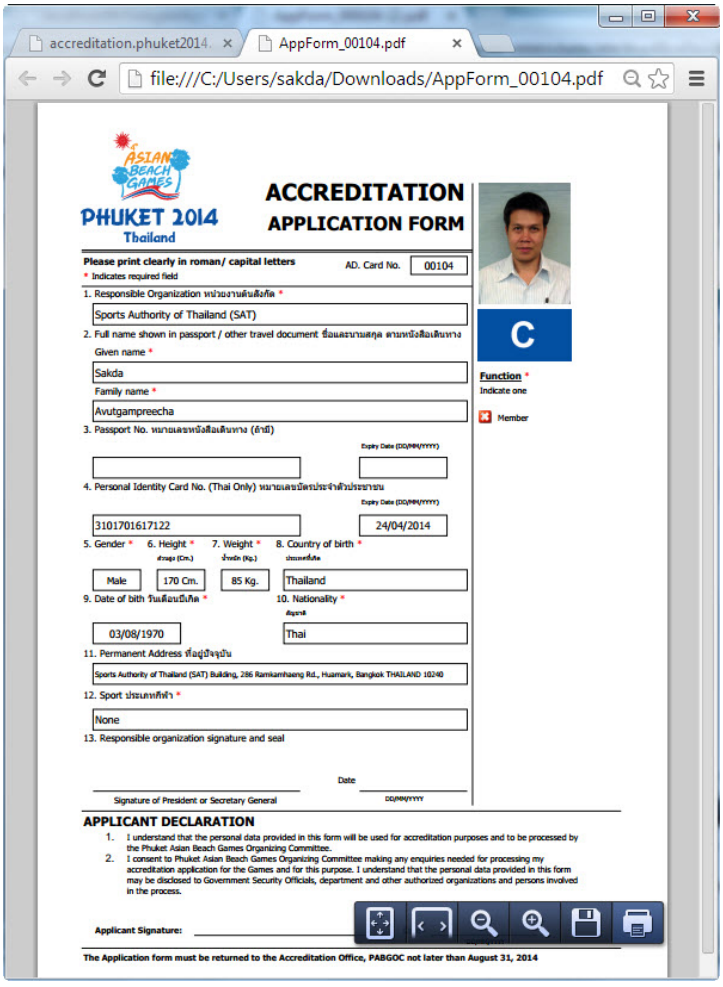
After changed the data, user must click Update button to confirm the new data.

- Approved **Approved**, NOC can check the status of the applicant from this column

  Mean not approve

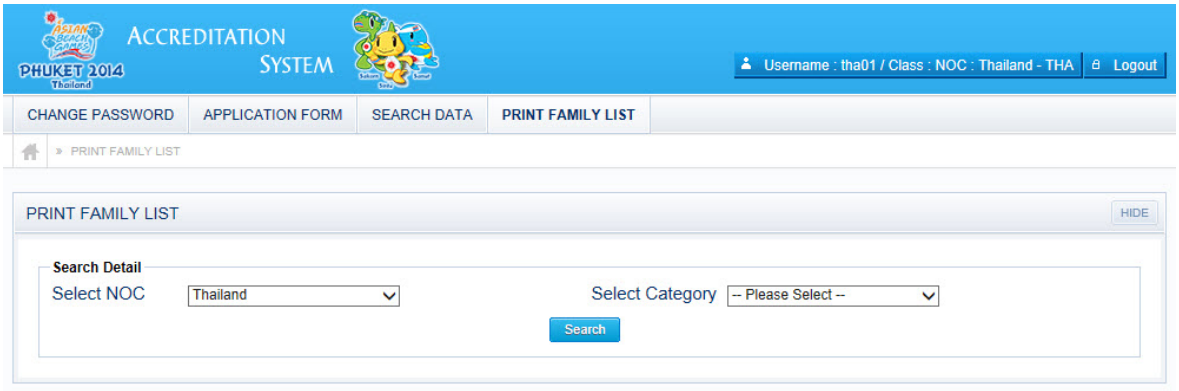
  Mean approved

- **Print Application form**, NOC can print the application form of applicant from this column. By clicking at **Print** button in each row. The system will generate the application form in PDF file for NOC to sign before sending it back by Air-mail to PABGOC Accreditation Center.

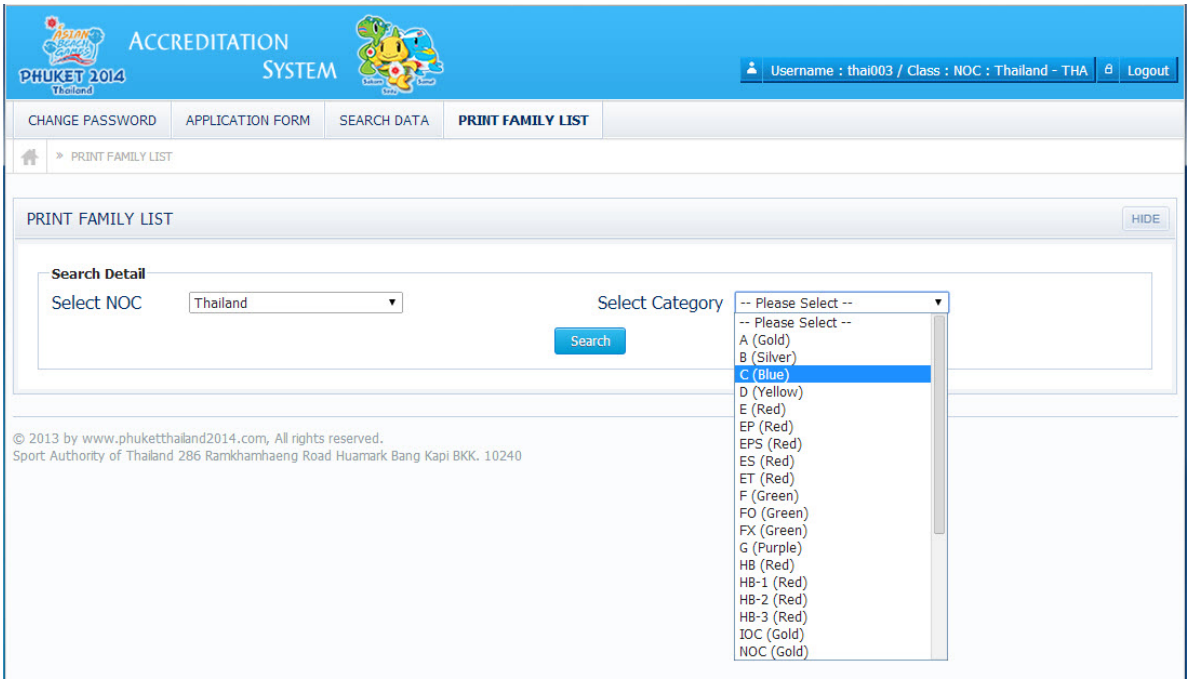

accreditation.phuket2014
AppForm_00104.pdf
file:///C:/Users/sakda/Downloads/AppForm_00104.pdf
PHUKET 2014
Thailand
ACCREDITATION
APPLICATION FORM
Please print clearly in roman/ capital letters
* Indicates required field
AD. Card No. 00104
1. Responsible Organization
Sports Authority of Thailand (SAT)
2. Full name shown in passport / other travel document
Given name *
Sakda
Family name *
Avutgampreecha
3. Passport No.
4. Personal Identity Card No. (Thai Only)
3101701617122
24/04/2014
5. Gender * 6. Height * 7. Weight * 8. Country of birth *
Male
170 Cm.
85 Kg.
Thailand
9. Date of bith
03/08/1970
10. Nationality *
Thai
11. Permanent Address
Sports Authority of Thailand (SAT) Building, 286 Ramkamhaeng Rd., Huamark, Bangkok THAILAND 10240
12. Sport
None
13. Responsible organization signature and seal
Signature of President or Secretary General
Date
C
Function *
Indicate one
Member
APPLICANT DECLARATION
1. I understand that the personal data provided in this form will be used for accreditation purposes and to be processed by the Phuket Asian Beach Games Organizing Committee.
2. I consent to Phuket Asian Beach Games Organizing Committee making any enquiries needed for processing my accreditation application for the Games and for this purpose. I understand that the personal data provided in this form may be disclosed to Government Security Officials, department and other authorized organizations and persons involved in the process.
Applicant Signature:
The Application form must be returned to the Accreditation Office, PABGOC not later than August 31, 2014

4. Print Family List

This menu is allowing each NOC to print Family List. By Click at the **Print Family List** menu, the system will show the screen as follow.



Select the Category as show in the following screen then click Search button



Search results will be shown as in the table then Click Print button to print the Family list.